



Rio Arriba County Detention Center (RACDC) POLICY 0100 PERSONNEL VIOLENCE IN THE WORKPLACE

Prohibition

Employees of Rio Arriba County Detention Center, (RACDC) are prohibited from exhibiting violent, hostile, or aggressive behavior while conducting County business. There will be no tolerance for this type of behavior. Prohibited conduct includes, but is not limited to, threatening remarks, causing physical injury, engaging in hostile aggressive behavior that creates a reasonable fear of injury or causes another worker emotional distress, or intentionally damaging County or a co-worker's property.

RACDC is committed to enforcing a policy that:

- Provides for a work environment that is free from violence.
- Applies to actions of all County Detention employees.
- Ensures that appropriate corrective measures including dismissal and appropriate legal action, will be taken if this policy is violated.
- Establishes a complaint procedure that is prompt, fair, and confidential to the extent possible.
- Ensures that all Departments Administrator and Supervisors are trained in their responsibilities under this policy.
- Provides that non-employees who engage in violent acts in the workplace will be reported to law enforcement authorities.

Complaint Procedures

- A. Employees who are victims of or observe workplace violence must report it to their Supervisor immediately. The Supervisor must report it to the Department Administrator(s) who shall investigate the incident and take appropriate action (Appendix RACDC-A, Violence in the Workplace Incident Form).
- B. The Detention Administrator(s) will begin a prompt and thorough investigation of the complaint immediately if at all possible. If not possible, the investigation will begin no later than one (1) working day following the complaint. The purpose of the investigation will be to collect the facts and, if necessary, take immediate corrective action (Appendix RACDC-A, Violence in the Workplace Incident Form).
- C. The investigation shall be completed, documented, and be confidential. For an employee who is determined to have violated this policy, the disciplinary action, including dismissal, will depend on the nature and severity of the incident.